



AIM Data Checklist

SPRING CAREER & TECHNICAL EDUCATION (CTE) COLLECTION

- ____ Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports:
>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification
And State Enrollment Overlap.*”
- ____ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or
[Enrollment End Status Codes.](#))
- ____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in
Special Ed Fields section of Enrollment.)
- ____ Verify that all completed Special Education ERs and IEPs are locked.
- ____ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and
End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or
[MT Programs: Youth Challenge](#))
- ____ Follow the [Spring CTE Collection Guide](#) to:
 - ____ Enter data for 12th grade CTE students (CTE Concentrator, Area of Concentration,
Student is Single Parent)
- ____ Verify Data using State Published Ad Hoc Reports: “*Index>Ad Hoc Reporting>Filter Designer>>
+State Published>student CTE Concentrators*”
- ____ ReSync enrollment data after uploading files (MT Edition users only) and/or entering data.

All AIM guides and documents referred to in this checklist are available at
<http://opi.mt.gov/Reports-Data/AIM/>

More Helpful AIM Links:

- ____ Review the [AIM Collection Schedule](#).
- ____ Review the [AIM New User Guide](#).
- ____ Submit an [AIM Specialist Update Form](#).
- ____ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Email Subscriptions](#).

**For further assistance, contact the AIM Help Desk at
opiainhelp@mt.gov or 1-888-424-6681.**